

# TRINE

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### Acing Your Interviews

#### Interview Check List

- Research the organization and position (see Interviewing Techniques).
- Practice common interview questions (see Interviewing Techniques & Behavioral Based Interview handouts). Don't just answer questions. Give examples of accomplishments in school, internships, co-ops, extra-curricular activities, past employment situations, volunteer and community roles.
- Prepare success stories related to information on your resume.
- Prepare questions you will ask your interviewers about the position and company.
- Organize your interviewing padfolio or folder.
  - Professional pen and notepad
  - Extra copies of your resume and your references page
  - Recommendation letters\* (optional)
  - Portfolio / Work examples /a leave-behind\* (optional)
- Plan a dress rehearsal for your interview outfit, from head to toe (see interview attire handout).
- Test drive your interview skills in a mock interview.
  - Practice your handshake (smile!), good posture, and make balanced eye contact.
  - Lean forward slightly with both feet on the ground to express interest.
  - Suppress restless habits (fidgeting, leg tapping, pen clicking, etc.)
- Make sure you have driving, parking and check-in directions as well as contact information for the interview.
  - Ask for the name of your interviewer(s) and how many people you can expect to meet.
  - Plan to arrive 10-15 minutes early to your interview.
- Get a good night's sleep and eat a light, nutritious meal before your interview.
- Stand up, smile, and shake the hand of everyone to whom you are introduced.
- Be positive, enthusiastic, and curious. Listen closely to your interviewers.

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- Close the interview.
  - Be prepared to tell them why you are the best candidate for the position.
  - Express your interest in the position and ask about next steps.
  - \*Offer a leave-behind (often a recommendation letter or sample of your work).
  - Thank the interviewer(s) for their time.
  
- Send a thank you (hand-written card\*, mailed letter, or email) to each interviewer within 24 hours.

\*Great potential to differentiate you from your competition.